

EFFECTIVE

May 1, 2023.

Subject(s)**ASM 120, Adult Services Comprehensive Assessment**

A phone interview is an additional option that can be used instead of completing a face-to-face requirement for when a client requests an increase in services between the six-month reviews.

Reason: Policy updates to give flexibility and ensure client changes are addressed timely.

When a request for an increase is made, the adult services worker has a 15-business day SOP for completing the comprehensive assessment.

Reason: Policy updates to ensure client assessments and care changes are addressed timely.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[ASM 120](#)